

CAMBRIDGE PUBLIC SCHOOLS REQUISITION FORM

Requester Name: _____

Phone#: _____

School/Department: _____

Requisition (REQ) #: _____

Date: _____ Page _____ of _____

Vendor: _____

Contact Name: _____

Phone#: _____

Fax#: _____

Email: _____

Account	Fund	Department	Project Code

FOR PURCHASING DEPT USE ONLY	
PO #:	_____
PO Date:	_____
Vendor ID:	_____
Contract #:	_____
Type of Contract:	_____ STATE: _____
Buyer:	_____

FOR VENDOR USE ONLY	
QUOTATION ONLY	
Total Quoted Price:	_____
Quotation Good For:	_____ days
Date:	_____
By:	_____
RETURN THIS QUOTATION TO: Purchasing Department Cambridge Public Schools 135 Berkshire Street, Cambridge, MA 02141 Phone: 617-349-6410 Fax: 617-349-6412	

Line	Catalog / Item # / ISBN # (TEXTBOOKS)	Item Description	QTY	UNIT	Reference/Catalog	Unit Price	Total Price
1							
2							
3							
4							
5							
6							

Estimated Cost:

Subtotal: _____

Shipping: _____

Grand Total: _____

I hereby certify that the articles specified above are necessary for the use of the Department and are to be used solely for the benefit of the City.

Unit Administrator	EXT#	DATE	Approved by Director/Principal/Administrator	EXT#	DATE
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Additional Comments